

COACHES AND MANAGERS
GUIDE TO
BETHEL YOUTH SOCCER ASSOCIATION INC.'S

**TRAVEL PROGRAM
POLICIES AND PROCEDURES**

MARCH 2005

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BETHEL YOUTH SOCCER ASSOCIATION, INC.

**BOARD OF DIRECTORS
2005**

*President	Nick Vitti
*Vice President/Referee Coordinator	Peter Hackman
*Vice President/Special Projects	Shay Gavin
*Travel Director	Bo Missinne
*In-Town Director	Cal Manfreda
Boys In-Town Director	Jeff Tompkins
Girls In-Town Director	Mary Stocks
*Treasurer	Ray Ledan
*Secretary	George Johnston
Coaching Director	Frank Musser
Equipment Manager	John Miglietta
Registrar	Kate Trinklein

Date Prepared: February 2005

*Board Positions

A. INTRODUCTION

Bethel Youth Soccer Association, Inc. (BYSA) is an all-volunteer association dedicated to promoting the game of soccer and providing organized competition at various levels of play for ages 4½ to adult. The BYSA relies on the Bethel Parks and Recreation Commission for support. Through the Bethel Parks and Recreation Department, the BYSA helps the game of soccer find a niche in Bethel along with all other sports and recreational activities available to residents.

The BYSA is governed by the Board of Directors who are elected annually. Information regarding the current board can be obtained from the Bethel Parks and Recreation Department. BYSA Board Meetings are generally held on the first Monday of every month at the Municipal Center and are open to the public.

The BYSA offers both recreational and competitive soccer in the Intown and Travel programs. Both programs participate in fall (September to November) and spring (April to June) seasons.

The **Intown Soccer Program** is recreational soccer providing an opportunity to all interested, age appropriate children. The league objective is to provide a fun soccer environment with equal playing time to all players.

The **Travel Soccer Program** is geared to the more competitive soccer players. Teams are formed based on tryouts, which are held in May/June of each year and are publicized locally. Bethel Travel Teams participate in the Southwest District of the Connecticut Junior Soccer Association and compete in both league games and a number of year round tournaments.

Parents: All parents are required to demonstrate respect and sportsmanship at all BYSA games, practices and functions and are required to sign, and abide by a Parents Code of Ethics. A copy of the Parents Code of Ethics is included in Attachment 1.

Parents are encouraged to participate in many ways and are particularly needed as coaches, assistant coaches, and team managers. Parents volunteering as coaches and assistant coaches must receive certification through the National Youth Sports Association. Certification classes are sponsored by the Parks and Recreation Department and are held as necessary at the town Municipal Center.

B. BYSA TRAVEL PROGRAM

The BYSA Travel Soccer Program is designed to provide a competitive soccer environment through competitions against other teams from surrounding towns. The Travel Director will oversee the travel soccer program under the guidance of the Board of Directors.

The Travel Program requires a significant commitment from players and parents. Player tryouts are held in May/June of each year to determine player selection and are

publicized in the local newspaper. Additional information regarding tryouts can be obtained from the BYSA Travel Director.

Travel teams will be formed for boys and girls U9 (under 9 as of the prior August 1st) through U23 depending on the level of participation.

C. BYSA AFFILIATIONS

BYSA is a member of the Connecticut Junior Soccer Association (CJSA). Most administrative and regulatory functions of the CJSA are carried out through the regional district in which Bethel is geographically located – the Southwest District of the CJSA (SWD, CJSA). The addresses, telephone numbers and websites of these organizations are as follows:

CJSA
11 Executive Drive
Farmington, CT 06032
P: (800) 676-1161
F: (860) 676-1162
e-mail: office@cjsa.org
Website: www.cjsa.net/

CJSA Southwest District
228 Danbury Rd.
Wilton, CT 06897
P: (203) 761-0676
F: (203) 761-0387
e-mail: office@swdcjsa.org
Website: www.swdsjsa.org/

All Bethel travel teams must be registered by the CJSA, through the SWD, CJSA.

In the past, teams were organized into Premier teams and Classic Travel teams. That system has now been reorganized into a divisional system, with all teams in the State now participating in Divisions 1 through 5. The old Premier Teams are generally in Division 1 and 2. Travel teams are generally in Divisions 3 through 5. BYSA Travel teams are generally in Division 3 or 4.

Each year, CJSA publishes a Handbook of Rules and Regulations governing the rostering and registration of players. These Rules and Regulations are complex – your Travel Director and/or any member of the Board of Directors can help in clarifying any issue. Please be sure to obtain a copy of that year's Handbook from your Travel Director. Attachment 2 shows the cover of the Handbook.

It is extremely important that the BYSA and each team comply with the CJSA's rules and regulations. BYSA has no power to modify or waive any of CJSA's rules and regulations. You must comply exactly with the requirements. **Travel Team Coaches and Managers should not have any direct communications with CJSA or SWD,**

CJSA. If you have an issue that requires resolution or clarification, please contact the Travel Director who will communicate with CJSA and SWD, CJSA.

D. TRAVEL TEAM COMPETITIONS

BYSA Travel Teams compete in their age appropriate SWD, CJSA league and in the CJSA administered Connecticut Cup.

The SWD, CJSA league consists of teams from the SWD, essentially Fairfield County. Teams in each league are generally matched by skill level. Each league has a League Director appointed by SWD, CJSA. The League Director will establish the league rules at the beginning of the season – number of points for a win, tiebreakers, playoffs, etc. – and will track results and keep standings. These standings are published weekly on the SWD, CJSA Web Site. Note, however, that no standings are kept for U-9 and U-10 teams. In a given year, there are 2 seasons – Fall And Spring. Teams are formed in the early summer, then play the Fall and Spring season before reforming the next summer at the next oldest age group. While each league has different rules, the league winner and runner up may be promoted to the next skill level league and the two teams who finish last in the standings may be demoted. Games are usually played on Sundays between noon and 5 pm on a rotating home and away basis. The furthest you may have to travel is to Greenwich. In Bethel, because we have a flood lit field at Rourke, Friday nights are extremely popular.

The Connecticut Cup is sponsored by the CJSA and is open to all Travel Teams in each age group in the State of Connecticut. Each season, Fall and Spring, the Connecticut cup is played. All accepted teams are entered into an open draw and paired and you may be drawn either home or away – in any town in the State. Games are played generally on Saturday. The Connecticut Cup is a knockout competition – you lose, you're out. So you may have one game or six games (or more depending on the number of entrants). The rules and regulations for the Connecticut Cup are different than those for the SWD, CJSA League and are provided to each team. You cannot play in the Connecticut Cup unless your team is already registered with SWD, CJSA. You can however choose not to enter the Connecticut Cup in either or both seasons.

E. AGE APPROPRIATENESS

CJSA brackets the age groups as follows – Fall 2004/Spring 2005 is the example shown here:

<u>Age Group</u>	<u>Born Between</u>
Under 9	August 1, 1995 – July 31, 1996
Under 10	August 1, 1994 – July 31, 1995
Under 11	August 1, 1993 – July 31, 1994
Under 12	August 1, 1992 – July 31, 1993
Under 13	August 1, 1991 – July 31, 1992
Under 14	August 1, 1990 – July 31, 1991

These age brackets are determined by CJSA and CANNOT be changed by BYSA. These brackets cut across the grade appropriate system utilized in the Public Schools, which use the calendar year beginning on January 1.

BYSA policy regarding “Playing Up” (playing in an age group higher than that in which the player belongs) is that if a team exists in the player’s age group, a player must play at the age appropriate level but may be permitted to play up only if all of the following requirements are met.

- ◆ The parents of the player involved petition, in writing, the BYSA Board to permit “playing up”.
- ◆ The coaches of both the age appropriate level team and the team on which the player wishes to “play up” agree, in writing, that the player may do so.
- ◆ The appropriate BYSA forms are all completed and submitted to the Board.

If all these requirements are met, the BYSA Board will consider the action and issue a ruling. Grade appropriateness is insufficient reason to request playing up and will not be considered. Attachment 3 includes the BYSA Forms which must be completed to request “Playing Up”.

Of course, it should go without saying: **Under no circumstances can any player ever “play down” at an age level younger than his/her age appropriate level.**

F. FORMING A TEAM

The In-Town Recreational Program is the feeder program for the Travel Program. Invariably it has been coaches from the In-Town Program who have gone on to form Travel Teams. Teams, however, are not just created and then play. There is a process in place which leads to the formation of a travel team involving tryout, registration and approval. The following describes that process.

Tryouts

Tryouts are held in mid-June of each year. The tryouts will be advertised by the Travel Director in the local newspapers and through flyers to the in-town program and the existing travel teams. Generally, there are 2 try-outs for each age group and players should make every effort to attend both tryouts. All age group teams require a tryout each year, not just the newly formed teams at Under 9 level. Players must qualify for their age appropriate team each year.

If you are a parent who has an interest in being involved with the coaching staff, please indicate your interest to the Travel Director at the Tryout.

The tryouts are scored by an independent group of coaches appointed by BYSA and no parents are involved.

The results of the tryouts are provided to the Travel Director. Each player is provided a ranking. The Travel Director meets with prospective coaches to discuss their interest and the overall tryout process. It is the responsibility of the Travel Director to form prospective teams and recommend coaching staff and managers. Generally, this is only an issue with new teams and depends on the turn out for tryouts. Occasionally, players have to be cut because they do not display the skills appropriate for Travel soccer. It is BYSA's intent that as many players as possible who have the ability to play travel soccer have the opportunity to do so.

The Travel Director will take his recommendation on team formation, coaching staff and managers to the BYSA Board for approval. Only on approval of the Board can Travel teams move on to the registration process.

Coaches

SWD, CJSA permits up to four (4) coaches on a Travel team, usually a Head Coach and three (3) assistant coaches. Historically, in BYSA, these coaches have been parent volunteers, those whose kids are on the team and who have some knowledge of the game. In recent years, BYSA has been moving away from that model towards a professional, paid, coach.

The three (3) Assistant Coaches are usually still parental volunteers.

Team Managers

Running a Travel team requires a myriad of small tasks to be completed: establishing a schedule (for games & practices); arranging fields for home games; communicating with other team managers for away games; scheduling referees; arranging car pools; communicating information to team members; and all the other administrative duties required to establish a successful team. Team Managers are always parent volunteers, usually one but sometimes shared by two people. All it takes is a well-organized person who pays attention to detail and follows up to ensure things get done.

BYSA Registration

The first step is registration of each player with BYSA. Have each player have his/her parent/guardian complete the BYSA Registration Form (see Attachment 4). Collect the completed Registration Form and the appropriate fee (\$95 for 2005). This is a BYSA fee and is used for the following:

- Registration cost with SWD, CJSA
- Referee fees
- Player insurance
- Connecticut Cup fees.
- Equipment – goals, nets, corner flags, medical kits, etc.
- Field maintenance – seeding, sodding, aerating, fertilizing, etc.
- Field Upgrade – lights, stands, etc.

Players must complete the Registration Form and submit the fee in both the Fall and Spring Season.

Photographs

You need to get a 1" x 1" headshot of every player and each coach. This can be done all at once at an initial team meeting using a digital camera or the player can provide one. These photographs are used for the player passes – no player may play and no coach may be on the sideline unless they possess a valid SWD, CJSA certified pass.

Birth Certificates

Every new player to the BYSA Travel Program must submit a copy of a valid birth certificate. This usually means the new incoming U-9 teams and any new players to older teams. BYSA is required by SWD, CJSA to have on file a birth certificate of every player in its Travel Program.

Initial Roster

Prepare a roster of the proposed Travel Team – players full name, birthdate, address and telephone number. Social Security numbers are not required – BYSA will assign a unique number to each player which they will retain as long as they play in the BYSA program. Also include the names, addresses and phone numbers of the Coaches (birth dates are not required). Check to make sure that the birthdate shown on the birth certificate falls into the appropriate age group.

Teams who have a certified roster from a previous year, simply mark up the old roster with any changes.

BYSA Registrar

All of the above information is compiled and prepared by the BYSA Registrar for submittal to SWD, CJSA for certification of the team.

Currently, the BYSA Registrar is Kate Trinklein. Her contact information is

Kate Trinklein
52 Plumtrees Rd.
Bethel, CT
(203) 743-1845
e-mail: ktrinkl@harthosp.org

Kate volunteers her time. Please respect that.

Fall Season Registration

Gather up all the following:

- ◆ Initial roster (or modified previous roster with names, addresses, birth dates and phone numbers for add ons.)
- ◆ Player & Coach photographs with names printed on back
- ◆ BYSA registration forms
- ◆ Birth Certificates, as appropriate, new players only.

Call or e-mail Kate that you will drop off the package to her and then do so. Put all the information in one large envelope. Mark the outside with the team name, age group, boys or girls, coaches/managers name & contact phone number and e-mail. Kate keeps a BYSA weatherproof container outside her back door. Just put the envelope in the box. Kate will prepare the certified roster and the player/coaches passes. When they are complete, she will notify you by e-mail to come pick them up.

Do not submit this information in a piece meal fashion. Wait until you have all the team information before submitting. Kate can do nothing until all the information is available to her. Kate has been expressly instructed not to prepare a certified roster unless all information is available. If you submit a roster with missing BYSA registration forms or birth certificate, Kate will not prepare a certified roster. This is not because we wish to make the process more difficult. Understand that when Kate submits a roster to SWD, CJSA, she must first certify it so she and BYSA become responsible for the accuracy of the data.

Note: When you receive the completed BYSA Registration Forms, give the pink (bottom) copy to the parent/guardian, remove the original white (top) copy and put it in the medical kit (This contains the Medical Release form with the original signature – you must have this at all team games and practices) and submit the yellow (middle) copy to Kate.

Do not take any fees to Kate. Deliver the fees, together with a copy of your initial roster or marked up roster to the Travel director accounting for all the required fees. Again do not do this piecemeal. Note that Kate will only submit the certified roster to SWD, CJSA when she receives confirmation from the Travel Director that all fees have been received. If you have a potential financial hardship situation where a player's family cannot afford the BYSA fee, discuss this with the Travel Director. BYSA may be able to consider a scholarship in certain cases.

When you pick up the package from Kate you will receive

- ◆ Four (4) original copies of the certified roster.
- ◆ A Player Pass for each player and a Coaching Pass for each coach (See Attachment 5 for a copy of a player pass).
- ◆ All the photographs, which should have names printed on back in case they are separated.

Check the roster and, if everything checks out, sign all 4 as the Team Representative.

Each player and coach must then sign the appropriate pass. Finally affix each players and coaches picture to the pass. All signed passes, with photos glued to back, left corner and the signed rosters are returned to Kate. She will have them delivered to the SWD, CJSA for certification. The certified rosters and passes (which will be laminated by SWD, CJSA) will be returned to Kate who will notify you by e-mail that they are available for pick-up. This can take SWD, CJSA between 1 and 2 weeks. Please note that CJSA keeps one (1) signed roster, Kate keeps another and the remaining two (2) are returned to the Coach. Please make multiple copies for the season & keep in your medical kit.

You can see that this is a very regulated, time-consuming process over which BYSA has little control. The intent, by SWD, CJSA is to insure only age appropriate, properly rostered players are permitted to play to avoid cheating. Therefore, deadlines imposed by BYSA for submittal of information to Kate are of real significance. If you do not meet the deadlines, you could be in real danger of not receiving certified rosters and passes before the season starts – we have seen it happen and there is nothing BYSA can do since we do not control the certification process.

Spring Season Registration

The registration process outlined above is for the Fall season, the beginning of the soccer year. The registration process for the Spring is significantly less rigorous (unless you are forming a new team for Spring, which is exactly what happens for U-15 and up. The players in those age groups play High School soccer and can not play travel soccer in the Fall).

Here is the Spring Season Registration Process.

- ◆ Have players fill out the BYSA Registration Forms and pay the appropriate fee.
- ◆ Mark up the Fall roster with any changes. If none, mark “no change” in the Fall roster. Please verify addresses, phone numbers and e-mail addresses for changes.
- ◆ If you are adding a player that has not played BYSA Travel soccer, you will need to provide a birth certificate & photograph of the new player(s).
- ◆ Submit the marked up roster, yellow copy of BYSA Registration Form and new player information to Kate.
- ◆ The process of certification will proceed, as above.
- ◆ All fees are still given to the Travel Director.

Changes to a Roster

You can make changes to a roster but know they are time consuming. If you add a player then you need to get a new certified roster and a new player pass. This takes at least 2 weeks and remember, if the season has already started, that's 25% of the season lost. Any additional fees charge by SWD, CJSA as a result of a change will be paid for by the team. **A player cannot participate in league game unless he/she is on the Certified Roster and has a certified pass.** (If you use a player who is not on the roster, he has no insurance. If a Coach plays such an individual then that Coach will be subject to a disciplinary hearing). Please complete the CJSA Roster Change Form and notify Kate that you have a change. All changes must be processed with a copy of the existing roster noted with the changes. Kate must certify this before it can go to CJSA.

Adding Players

You can add players in the Spring season or at any other time. But you can not add a player who has not had a try out. If there is a particular player you wish to add who has not tried out in the summer, you must still publicly advertise a tryout giving a specific time and location for the tryout and then you must have the tryout (it can be done during a regularly scheduled winter indoor practice for the team). Keep proof of advertisement. Talk to your Travel Director about how to arrange all this.

Team Meeting

All of this form filling and pass signing can take an interminable amount of time. We recommend that as soon after the tryouts as possible in the early summer you call a team meeting (before everyone disappears for the summer). You can do this at a field in the Schools complex on a summers evening and invite both parents and players. Fill out all the forms and get all the fees and photographs.

Then, while an assistant coach occupies the players with some games on the field, the Head Coach and the manager can talk to the parents about the requirements of the season, practices, uniforms, coaching philosophy and other issues. We have found that such a meeting does much to dispel issues and concerns later in the season.

G. CONNECTICUT CUP REGISTRATION

Once you receive a certified roster from SWD, CJSA you are permitted to enter the Connecticut Cup. Registration is relatively simple. The Travel Director will coordinate the whole process and will enter all BYSA Travel teams. When you are informed of the deadline, you can download the team Entry Form from the CJSA Web Site. Fill it out and submit it and your certified roster to the Travel Director. The entry fee is paid for by BYSA.

Within 2-3 weeks you will receive a package from CJSA which will include your roster, stamped "FROZEN CONNECTICUT CUP". You cannot use any other players other than those on this roster, even if you add a valid, certified player to your roster – this

applies only to the Connecticut Cup, not to regular league play. The package also includes the cup draw – who your opponent is and whether it's home or away. You will also receive the rules and regulations of cup play – these are different than regular league play, so read them carefully. **If you have a home game, call the Referee Coordinator immediately.** The center referees for all Connecticut Cup games are assigned by SWD, CJSA not by the BYSA. (From quarterfinals on the center referee, the two assistant referees and a fourth official are all assigned by the SWD, CJSA). The Referee Coordinator will make the arrangements with SWD, CJSA.

For all regular SWD, CJSA league games the referees are paid directly by the BYSA. For Connecticut Cup games however, the Coach must pay the center referee (and all referees for quarter finals on) at half time. BYSA will reimburse you for these referee fees. Please note that BYSA posts a bond with CJSA for Connecticut Cup participation. If you forfeit your game or do not turn up, BYSA forfeits its bond. Please do not let this occur.

H. UNIFORMS

Uniforms are the responsibility of each individual team and must be paid for by each player. There are several local sources, and numerous catalogues and web sites. Talk to BYSA's Equipment Manager who has been through the process numerous times.

There are some BYSA requirements: The club colors are green with white or black shorts and white or black socks. Usually teams get two uniforms – home predominantly green (as above), away predominantly white with green accents. All BYSA teams must adhere to this scheme.

You can spend a lot of money on uniforms – there is no necessity. Remember that the U-9 uniforms will likely only last 2 years. From U-9 to U-14 you can expect at least 3 new uniforms.

I. EQUIPMENT

BYSA will provide each Travel team with the following:

- ◆ Equipment bag with:
 - 2 game balls
 - 2 practice balls
 - 20 drill cones
 - Goalie Jersey
 - Ball Pump
 - Goalie Gloves
 - 15 Training Pinneys
 - 10 ice packs

- ◆ 4 Corner Flags
- ◆ Medical Kit
 - Band Aids, gauze & basic wound care materials

These items are provided free of charge to each team and should be turned in to BYSA's Equipment Manager at the end of each year.

Note: The original (white) copies of the BYSA Registration Form should be kept in the medical kit at all times. These forms contain the original parent/guardian signature on the Medical Release Form.

J. PRACTICES

For Travel Teams, practices are held twice a week, on a weekday evening for an hour and a half each evening. The Travel Director will assign a field and time to each team before the season starts. Frequently, because of field demands, you may be assigned only a half field. **Use of the lights at Rourke Field for practices is strictly prohibited.**

It is extremely important that all players attend practice, since it is there that tactics and drills are developed. Some coaches adopt a policy that players who miss a practice during the week (without a valid excuse) cannot start at Sunday's game.

K. SWD, CJSA LEAGUE MEETING

Before the season starts, the League Director appointed by SWD, CJSA will call a meeting of all coaches in the league. Please arrange to have one representative of the team attend. At the meeting the schedule of games will be developed and the rules and regulations of league play will be outlined.

L. BYSA PRESEASON MEETING

The BYSA Travel Director will hold a pre-season meeting of all Travel coaches/managers. At this meeting:

- (i) All home games will be scheduled. Bring your league schedule with you.
- (ii) The Referee Coordinator will outline how to schedule referees and whom to call.
- (iii) A detailed contact list, including all travel coaches, referee contacts and Board Members will be developed.
- (iv) The practice schedule will be discussed.
- (v) Equipment will be distributed.

M. COACHES RESPONSIBILITIES

As the Coaches (Head Coaches and Assistant Coaches) of a BYSA team you have inherent responsibilities. You are responsible for:

- ◆ the welfare of all your players. Never leave a player alone at a field after practice. Make sure all kids have been picked up.
- ◆ the safety of your players. Never begin or continue a game under conditions which you believe endangers your players.
- ◆ the safety of the referee, if you are the home team. You must provide protection for the referee at a home game if he expresses concern for his safety.
- ◆ the behaviour of your team's supporters. A referee can request that you get parental supporters under control if their behavior is unacceptable. The referee has the power to ban supporters from the sidelines and will hold you, the Coach, responsible for their behavior.
- ◆ the conduct of your team, on and off the field. This is a game and should be played in that spirit – fierce competition but respect for your opponent.
- ◆ your own conduct. As the Coach, you set the example for the team. If you have an issue, you can file a complaint. Losing control of your emotions does nothing to further your grievances. You are a role model whose behavior has significant influence on your players.
- ◆ educating your players and your parents/guardian that winning is not everything.
- ◆ monitoring the physical well being of your players. Be aware of any indications of alcohol or drug use. In particular, convey to your older players that they should never consider the use of performance enhancing drugs that can be extremely harmful to their health.
- ◆ safe field conditions. Ensure that all goals are properly anchored. Walk the field beforehand and remove any debris that could cause an injury. **If you find unanchored goals at an away game, you should relay your concern to the referee. If the situation is not remedied, refuse to play the game.**
- ◆ make sure a certified referee is officiating a game. **You cannot play any game if the referee is not certified, any game – even “friendly” or “scrimmage”. Playing a game without a certified referee nullifies CJSA insurance coverage for the players. You expose yourself and BYSA to significant liability if the referee is not certified or if there is no referee.**

Coaches, Assistant Coaches, Managers, players and spectators who violate CJSA and/or BYSA rules and regulations will be subject to a disciplinary hearing.

N. FIELD ASSIGNMENTS

Field assignments for games are done by the Travel Director. At the BYSA Preseason Meeting, all home games for the season for all teams will be scheduled. Inevitably, there will be changes. As soon as you are aware of the change, call the Travel Director and make the reassignment. If your game is cancelled at the last minute, immediately call the Travel Director and make him aware of the cancellation.

Please note that Bethel Parks and Recreation Department does not assign fields for either games or practices, so please do not call them. The only communication with Parks & Recreation should be through the Travel Director and the BYSA Board.

O. REFEREE ASSIGNMENTS

All home Travel games are assigned a referee and two assistant referees by the BYSA's Referee Coordinator. The current Referee Coordinator is Peter Hackman. He receives the list of games and field assignments from the Travel Director and assigns the referees. Each week you will receive an e-mail with the referee assignments from the Referee Coordinator or his assistant. Referees are required to show up at the field a half hour before the game. If they have not shown up fifteen minutes before the game call the referee assigned, the Referee Coordinator or his assistant.

If your game is cancelled or the time is changed, in addition to the Travel Director call the Referee Coordinator immediately. If you do not, the referees will show up and BYSA must pay them. Do not rely solely on e-mail to pass on this information – make the phone calls and make sure the message was received.

While the referees are certified and are paid, they are not professionals. Sometimes they are adults, most often older BYSA travel players. They make mistakes or do not always see what happens. Those situations are part of the game. Accept the referee's decision and move on. Do not berate the referee. Instruct your parents and supporters the same. Referee abuse is taken very seriously by SWD, CJSA and coaches and parents can receive bans for such behavior.

P. BEHAVIOR

Increasingly, youth sports have been marred by ugly behavior from both coaches and parents.

Remember this is only a game. Further it is a child-centered game. Behave in a sportsmanlike manner towards the other team and their supporters and towards the referee. You as the coach set the example for the kids – teach them about sportsmanship and fair play.

Relay to your parents and supporters that same message and that you expect them to behave on the sidelines – positive encouragement for the team; no coaching; no foul language; respect for the other team, their supporters and the referee. The referee does have the authority to request you to speak to your parents about their behavior and to ban any supporter from the sidelines.

Q. PLAYING TIME

BYSA's policy regarding playing time on travel teams is as follows: Playing time is decided by the Coach. There is no requirement in the Travel Program that players get equal playing time. Travel play is competitive and the Coach decides who plays and when and for how long. A lot depends on how a player is doing on a particular day. That said however the Coach should try to give some playing time to all the players in any given day. Emphasize that playing time is earned – by showing up for practice and by working hard at practice. Motivate your players with encouragement rather than screaming at them if they don't do something right. Be fair and consistent.

Talk to your players and parents about your playing time philosophy before the season starts and outline your criteria. Tell them to talk to you if they have any concerns during the season. Historically, playing time has been the most contentious issue in the Travel Program. Deal with it openly, up front. If any situation gets out of control, report the incident immediately to the Travel Director.

R. INJURIES

Soccer is a contact sport and injuries happen. The medical kit comes equipped with materials to treat basic injuries – cuts, scrapes, and abrasion. If an injury in the field is more serious, call 911 immediately. If you are not sure about the extent of an injury, **do not move the injured player. If a player is unable to move, cover her/him with a blanket to keep warm.** Wait for trained, qualified personnel to attend to the player.

If a player is taken to the hospital for treatment, make sure that a parent/guardian goes with her/him – if no parent/guardian is in attendance, either go yourself or send one of your coaching staff. (Bring the medical release form). Call the parent/guardian immediately.

Report all injuries to the Travel Director as soon as possible. If it occurred at a home game, also report it to the Parks & Recreation Department. As soon as possible, download an "Injury Report Form" from the CJSA web site and complete it. Send the original to the Travel Director and a copy to Parks & Recreation (home game) or the Travel Director of the club where the accident took place (away game). Retain a copy for yourself. This notification process is extremely important because of medical insurance and liability issues. CJSA provides medical insurance for all properly rostered players. This insurance is secondary insurance when the player's family has other medical insurance but is primary when the family has no other medical insurance. Your report forms an extremely important part of any medical claim.

Never play a player who is not on your certified roster or who does not have a certified pass. A Player who is not on the Roster has no insurance. It opens up you and BYSA to potential liability. If a Coach plays such an individual then that Coach will be brought up for a disciplinary hearing.

Never play a game without a certified referee, without a referee, against a team which has no roster or passes or on a field with unanchored goals. This could nullify the CJSA medical insurance for all players on both teams and open up you and BYSA to liability.

S. RED CARD

Violence on the field of play is unacceptable. It distracts from the focus of the team, disrupts the flow of play and usually results in defeat. You need to caution your players about the consequences of focusing on the physical aspects rather than the tactical. If you have a player receive a yellow card because of violent play, you should strongly consider withdrawing the player to allow a cooling off period. If one of your players receives a red card, you cannot replace him/her. You must play a player down.

The pass of a red-carded player will be confiscated by the referee and turned into the CJSA main office in New Britain. Please call the Travel Director immediately after the game and prepare a game report and submit to the Travel Director. Within a few days you will receive the ruling from CJSA – usually a ban of one to three games. You must then arrange to collect the pass of the offending player at the CJSA office.

T. TRAVEL CAMP

Each year BYSA sponsors a Travel Camp, usually the last week in August before school reopens. It runs from 5 pm to 8 pm at the Schools Complex, Monday through Friday. It provides an opportunity for each team to get intensive skills coaching and fitness development before the travel season begins. It is run by professional coaching personnel hired by BYSA. Each team receives its own coach. All BYSA Travel teams are expected to attend. Please talk to the Travel Director for more information.

Attachment 1
Parents Code Of Ethics

Attachment 2
CJSA Handbook

Attachment 3
Request to Play Up

Attachment 4
BYSA Registration Form

Attachment 5
Player Pass